meap™

Michigan Educational Assessment Program

FALL 2013 MEAP

ONLINE

TEST ADMINISTRATION MANUAL

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FALL 2013 MEAP ONLINE OVERVIEW

INTRODUCTION

For fall 2013, the Office of Standards and Assessment (OSA) is offering online versions of the traditional paper-and-pencil Science and Social Studies MEAP tests. The Michigan Educational Assessment Program (MEAP) tests are criterion-referenced assessments based on Michigan's Grade Level Content Expectations (GLCEs). They are administered each fall to assess the content expectations of previous grades. The online MEAP assessments are delivered via the Measurement Incorporated Secure Testing (MIST™) system.

GETTING HELP

To maintain effective communications and ensure district personnel stay informed, the MEAP District Coordinator should be the primary point of contact between the district and Michigan Department of Education's (MDE) Office of Standards and Assessment (OSA), and Measurement Incorporated (MI).

- Questions and concerns that cannot be resolved at the district level can be directed to the MEAP Call Center using the following contact information:
  MEAP Call Center
  Phone: **1-877-560-8378, option 2**
  Email: **MEAPhelp@measinc.com**

- Information regarding online MEAP testing and MEAP testing in general can be found on the MEAP website at: www.michigan.gov/meap

- Please ensure the following roles are updated and contain accurate email addresses in the Educational Entity Master (EEM), as this will be the single source of MDE's contact information:
  - o District Assessment Coordinator
  - o District MEAP Coordinator
  - o District Technology Director
  - o Building Principal or Lead Administrator
  - o Building MEAP Coordinator
  - o Building Technology Director

NOTE REGARDING STAFF ROLES

The roles and responsibilities of district and school MEAP coordinators, test administrators, and proctors are well defined in the *Assessment Integrity Guide*. While the delivery method differs between the paper-and-pencil and the online modes of the assessment, the basic roles and responsibilities of the staff involved in the administration remain the same. MIST™ documentation may occasionally refer to proctors. These references may be interchanged with the test administrator

FEATURES OF THE MEAP ONLINE TESTS

The fall 2013 MEAP online tests deliver mirrored versions of the paper-and-pencil MEAP science and social studies tests in an online environment. Specific features of the online tests include the following:
- available for 5th and 8th grade science and 6th and 9th grade social studies;
- for those grades a school has agreed to participate in fall 2013 MEAP online testing, all students eligible for the MEAP are expected to take the grade-appropriate online MEAP test;
- test administration window: **Wednesday Oct. 16, 2013 thru Tuesday Nov. 5, 2013**;
  (**Note:** the extended administration window applies only to students taking the online assessment. The

administration window for students taking the traditional paper-and-pencil versions of the science and social studies assessment is **Oct. 16, 2013 thru Oct. 25, 2013**.)
- administered via the Measurement Incorporated Secure Testing System (MIST™);
- each test consists of two parts composed of multiple choice items;
  o these parts are defined as separate tests within MIST™;
  o parts are to be administered in order – Part 1 before Part 2;
  o parts are untimed – students **must** be allowed as much time as needed to complete each part of the test in one continuous session;
- schools have flexibility in scheduling the online administration based on the constraints of their technical environment;
- unless otherwise specified in this manual, all test administration provisions documented in the *MEAP Test Administrator Manual Fall 2013* and in the *Assessment Integrity Guide* apply to this online administration. Both documents can be found on the MEAP website: www.michigan.gov/meap.

STUDENTS TO BE ASSESSED

For those grades a school has agreed to fall 2013 MEAP online assessment. This includes students who enroll during the testing window and who have not yet taken the Fall 2013 MEAP Science or Social Studies test at their previous school. Please keep in mind the following considerations:
- Students whose IEP, 504 Plan, or EL Plan specifies an **accommodated version** of the MEAP assessment will need to take the paper-and-pencil version of the MEAP. These accommodated versions include:
  o Braille
  o Enlarged Print
  o Audio CD (English only)
  o Video DVD (English, Arabic, Spanish)
  o Reader Script (for read aloud accommodations)
  o Translated test (must use the appropriate Reader Script)
- **Students with IEPs or 504 Plans** whose school determines the online version of the MEAP assessment is not appropriate may take the paper-and-pencil version of the test. This decision should be documented.
- **Home-schooled students** who do not have a Unique Identification Code (UIC) must take the paper-and-pencil version of the assessment. The pre-id process for the online assessment requires a UIC. In addition, home-schooled students testing online must have the proper Residency Code assigned in the Michigan Student Data System (MSDS) as there is no way to flag a student as home-schooled in MIST™.
- Please see the *Students to be Assessed* section in the appropriate grade specific *MEAP Test Administrator Manual Fall 2013* for additional details.

MIST™ OVERVIEW

The Measurement Incorporated Secure Testing (MIST™) system has two interfaces: one for students and one for the test administrator(s).
1. MIST.exe creates a tester station which operates in kiosk mode, preventing students from accessing applications and files on their computer during testing. The kiosk displays the test questions. Test questions and answers are stored on the MIST™ database at Measurement Incorporated. No test material is stored on the local machine. MIST.exe is installed on each testing computer prior to testing.

2. The Test Administrator website is a password-protected website where test administrators may view and manage all details of tests assigned to them. Test administrators may also download supporting documentation from the site and reference the MIST™ Frequently Asked Questions (FAQ) information.

To maintain security, lock your computer or log out of the website whenever you leave your computer for any reason. No advance installation is required.

SECURITY

The MEAP assessments are highly secure material regardless of format. It is critical that steps be taken to maintain the security of the online assessments. While an online test delivery system presents its own security concerns, it is important that all staff playing a role in the online assessment read and understand the *Assessment Integrity Guide* and that particular attention is paid to relevant details in *Section 2: Assessment Security*.

The *Assessment Integrity Guide* can be downloaded from the MEAP website at www.michigan.gov/meap.

ONLINE SECURITY GUIDELINES AND CONSIDERATIONS

When planning for fall 2013 MEAP online testing please keep the following security guidelines and considerations in mind (Note: this is not meant to be an all-inclusive list):

- No copying of test items or student responses is permitted under any conditions.
- No viewing of items or student responses is permitted. While it is expected that test administrators and proctors actively circulate throughout the testing room, they may not read items over students' shoulders.
- Testing must be restricted to computers with only one monitor.
- Students must be seated with adequate spacing between work stations to ensure computer screens other than their own cannot be easily viewed.
- If necessary, visual barriers between work stations can be utilized.
- Students must be present at all times their test is active. The test session must be paused by the test administrator if the student leaves the work station for any reason.
- An appropriately lit, quiet, and distraction-free testing room should be provided. Care should be taken so that distractions such as bells, school-wide announcements, printers in the testing room, and hallway movement do not interfere with student test-taking.
- Testing rooms may not contain any visual materials or wall coverings that would provide students clues or answers to questions.
- Talking or other student distractions such as leaving one's seat without permission is not permissible. (For further details see the information on Student Prohibited Behavior in the *MEAP Test Administrator Manual 2013* and in the *Assessment Integrity Guide*.)
- Test administrators and proctors must devote total attention to students being tested and not work on other tasks. Administrators and proctors should not access computers or other electronic devices except for the MIST™ Test Administrator Website during the test administration.
- Test administrators and proctors may not provide assistance of any kind, outside of logging onto MIST™ and helping students understand test directions. It is important that students be provided the opportunity to demonstrate their achievement in a manner that is fair and consistent across the state.
- No electronic devices of any kind are permissible. This includes cell phones, iPods®, eBooks, and other media players. These devices should be turned off and put away prior to the start of the test administration.
- No additional materials are needed for the fall 2013 MEAP online assessments. This includes paper and pencils or other writing utensils.
- All MEAP tests are untimed. **Students must be allowed as much time as needed to complete the assessment.** Each part of the test must be administered in one continuous session without breaks.
- Only one student may leave the testing room at a time.
  - Students are allowed to go to the restroom.

- o The student's test session must be **paused** on the Test Administrator Website by the test administrator or proctor before the student is allowed to leave the work station.
    - o Students who leave the room for an extended length of time (i.e. lunch break, recess, special, etc.) are not allowed to resume that part of the test.
    - o Please see the *Students Who Leave the Classroom/Computer Lab after a Test Session Has Started* section for additional details.
- Test administrators must never leave the testing room or allow students to be unsupervised during testing.
- Students may bring non-science or non-social studies related reading materials for use after the test. These materials should be stored on the floor until the student has successfully submitted the test. EBooks and other electronic reading devices are not allowed.
- Students are not allowed to have food, drinks, or snacks on their desk or table during the test.
    - o If a student must have any of these items due to medical reasons during the test, the items must be stored away from the test surface (under seats, on the floor, etc.).
- Student Test Tickets are tester passwords and should be treated as secure material and kept in locked storage until immediately before the test session.
    - o Take care to ensure each student receives his or her own Student Test Ticket.
    - o Collect Student Test Tickets prior to dismissing students.
    - o Securely destroy Student Test Tickets after testing.
- When scheduling the test sessions, keep security considerations front and foremost.
    - o Part 1 must be administered before Part 2 of the test. (See exception provided in the *Absent and Tardy Students* section of this manual.)
    - o Every effort should be made to adhere as closely as possible to the paper-and-pencil test schedule within the parameters of the school's technical environment.
- Please refer to the Summary for Administrators and Proctors in the *MEAP Test Administrator Manual 2013* for additional information.

SECURITY COMPLIANCE FORMS

All staff involved in the administration of fall 2013 MEAP online testing must read and sign the *OSA Security Compliance Form* asserting they have read all required assessment material related to their role in the administration of the MEAP tests and that they understand their role and responsibility.

- Technology Directors should check the "Other" box in Box 2 Assessment Roles of the Security Compliance Form.
- *OSA Security Compliance Forms* may be downloaded from the MEAP website at www.michigan.gov/meap.
- Completed *OSA Security Compliance Forms* must be maintained in the district for one year.

PREPARING FOR ADMINISTRATION

Preparing for fall 2013 MEAP online testing consists of many of the traditional administrative tasks necessary for a paper-and-pencil administration as well as new additional steps that are required to set up the technical environment.

PREPARING THE TECHNICAL ENVIRONMENT

Preparing the technical environment for a MIST™ administration must address the areas of hardware, software, and network configuration.

TEST ADMINISTRATOR WEBSITE

Test administrators must be able to navigate to https://mi.misttest.com and log in.

TESTER STATION

Student-level users must be able to access the MIST.exe and run it without interference from network security settings. Computers used for testing should be equipped with a screen that is large enough to display a screen resolution of at least 800 x 600 pixels, at least 256MB of RAM, and sufficient bandwidth to run the test without inconvenient latency. A hardwired Internet connection is preferred.

More information about preparing the technical environment is found in the *MIST™ Technical Guide*, available from the Documents section of the Test Administrator Website.

ADMINISTRATIVE TASKS

Many of the administrative tasks will take place on the BAA Secure Site. The BAA Secure Site can be accessed at www.michigan.gov/baa-secure. A detailed and comprehensive *BAA Secure Site Procedure and User Manual* is available from the login screen by clicking on the User Guide link. You do not need to log into the system to access the manual.

PRE-IDENTIFYING (PRE-ID) STUDENTS

All students who take a MEAP assessment must be pre-identified on the BAA Secure Site and must have a valid Unique Identification Code (UIC). For options on how to pre-id students, see the *BAA Secure Site Procedure and User Manual* at www.Michigan.gov/baa-secure.

OSA personnel flag participating schools as being online testing schools upon receipt of the Agreement to Participate. Once this is done, all students who have been or who will be pre-identified for the school will be automatically flagged as online testing students and will be loaded into the MIST™ Student Roster.

Several points to keep in mind about pre-identification:
- MEAP Coordinators must turn off or unselect the online testing flag for any student who will be taking the MEAP Science or Social Studies assessment in the traditional paper-and-pencil format.
    - More information on students who may take the paper-and-pencil version is located in the *Students to be Assessed* section of this manual.
    - For information on how to turn the online testing flag off, see the *Fall 2013 MEAP Online Pre-Id and Material Ordering Instructions* located in the *Fall 2013 MEAP Online Testing* folder on the MEAP website at www.michigan.gov/meap.
- All students pre-identified for online testing will be loaded into the MIST™ roster on September 23, 2013. After that date, the roster will be updated daily for online students pre-identified for the MEAP online tests in the BAA Secure Site. Once testing starts on October 16, 2013, students will not be able to be tested on the same day they are pre-identified on the BAA Secure Site. They should be identified in MIST™ and available for testing on the following business day.

MATERIAL ORDERING

Test booklets and answer documents are not required for students who will be participating in fall 2013 MEAP online testing. Testing materials are only required for those students who will be taking a paper-and-pencil version of the science or social studies test. Please see the *Fall 2013 MEAP Online Pre-Id and Material Ordering Instructions* posted on the MEAP website at www.michigan.gov/meap.

TRAINING

In accordance with the directions provided in the *Assessment Integrity Guide*, District and Building MEAP Coordinators are responsible for providing professional development and training to all staff that play a role in the administration of MEAP assessments. To ensure a smooth administration, it is imperative that careful thought and planning go into the training provided to test administrators and proctors.

Several resources are available to assist in MIST training. Please note, these resources should supplement and complement district and school provided professional development, not replace that training. These resources include:

- Test Administrator Practice Site for MIST™
  This practice site provides test coordinators and administrators hands-on practice with the features and functions of the MIST™ Test Administrator Website in a simulated training environment. Instructions for accessing and using the practice site will be provided to district and building MEAP coordinators by late August.
- Student Practice Site for MIST™
  The Student Practice Site for MIST™ is a valuable training resource for the test administrators and proctors as well as the students. When used in conjunction with the Test Administrator Practice Site for MIST™, staff will be able to experience the entire online testing experience and practice all functions of the online test administration.
- MIST™ Test Administrator Website
  Important training material can be found on the MIST™ Test Administrator Website itself.
  - o *MEAP Fall 2013 Online Testing User Guide to MIST™*
    Found in the Documents section of the website, the user guide provides instruction on using the MIST™ Tester Station and the Test Administrator Website
  - o *MIST™ Instructional Videos* (require Apple QuickTime to play)
    Located in the Videos section of the website, the videos illustrate common tasks performed by MIST™ test administrators and proctors including tester station setup, assigning students to a tester station, enrolling students in a test, and starting and pausing tests.
  - o *MIST Frequently Asked Questions (FAQ)*
    Frequently asked questions about MIST and the MEAP online administration are located in the FAQ section of the website.
- MIST™ for Test Administrators Webinar
  A training webinar geared specifically to MEAP test coordinators and test administrators is scheduled for **September 19, 2013   9:00a.m. - 10:30a.m.** with a repeat session from **3:00p.m. - 4:30p.m.**
- www.michigan.gov/meap
  Documentation about the fall 2013 MEAP administration can be found at the MEAP website. Information specific to online MEAP testing can be found in the *Fall 2013 MEAP Online Testing* folder.

DEVELOPING TESTING SCHEDULES

Developing testing schedules that take into account the available computer resources and the number of students that must be tested may provide a challenge to some schools and districts. It is important to start this process early and to engage technology staff and teachers whose rooms or computers will be required during the online testing window.

Things to consider when developing the testing schedule are:

- When testing must take place
  The first day online MEAP testing can take place is **Wednesday October 16, 2013**. Testing must be completed by **Tuesday November 5, 2013**.
- Time needed for site setup
  Explicitly schedule the time and IT resources needed to prepare the school for online testing.

- When to administer the Student Practice Test for MIST™
  This is a valuable tool for both students and staff. The Student Practice Tests for MIST™ are short web-deployed tests designed to familiarize test takers with the format and tools of the online test. The MIST™ practice tests will be available on September 3, 2013. The OSA **strongly recommends** all students and staff take a practice test before the administration of the real test. Be sure to build this step into the testing schedule.
- Where will testing take place
  Will testing take place in a classroom, computer lab, or other space in the school?
- Number of computers available in each location
  Make sure there are more computers than students in the room in case of technical difficulties.
- Number of students who must be tested
- Number of test administrators and proctors needed
  Remember, a test administrator/proctor who is trained and familiar with the MIST™ Test Administrator Website is needed in each testing room. Be sure to allow for as many test administrators and proctors as needed to ensure adequate coverage in the room, especially where there are large numbers of students being tested. Consider the familiarity of your students with online assessments and applications when determining the number of test administrators and proctors needed in the testing room.
- Types of test sessions
  Plan for both Part 1 and Part 2 sessions of each test as well as make-up sessions. Remember all MEAP tests, including online assessments, are **untimed** and plan for students who need additional time. Look at the universal accommodations in the *Accommodations Summary Table* and plan for those students who might benefit from a universal accommodation.
- Test security
  It is more desirable from a security perspective that the online testing schedule follows as closely as possible the paper-and-pencil schedule.
- Be proactive
  Schedule testing session as early as possible in the MEAP testing window for science and social studies. Being proactive provides a buffer and protects the school in the event of absent students or unforeseen technical difficulties.

All participating schools are requested to submit a testing schedule to the BAA by Monday, October 7th. These schedules will be used to facilitate the scheduling of OSA observers and ensure adequate call center support during peak testing hours. An *Online Testing Schedule Template* with a Sample Schedule can be found on the MEAP website at www.michigan.gov/meap. Please submit schedules to baa@michigan.gov by October 7, 2012.

ACCESS TO THE MIST™ TEST ADMINISTRATOR WEBSITE

Login credentials to the MIST™ Test Administrator Website will be mailed to the district MEAP coordinator via Federal Express by September 20, 2013.
- Each participating school will receive one set of login credentials.
- These credentials must be treated as secure material; only staff with a direct role in the MIST™ Test Administrator Website should be provided the credentials.
- Securely destroy the credentials at the end of testing.
- See the *Fall 2013 MEAP Test Administrator MEAP Online User Guide to MIST™* for additional information.

STUDENT PRACTICE SITE FOR MIST™

The Fall 2013 MEAP Student Practice Site for MIST™ website has been set up so students have a chance to preview the MIST™ interface before testing. Students may take the practice tests as often as needed, with the goal of becoming comfortable with the MIST™ interface and tools. The OSA **highly encourages** all students, test administrators, and proctors be given the opportunity to take a MIST™ Practice Test.

Some additional information regarding the MIST™ Practice Tests:
- The building MEAP coordinator will receive an email with the practice site URL on or before September 3, 2013.
- The MIST™ Practice Tests are not password protected and do not require pre-registration.
- Web-deployed MIST™ looks and behaves like the MIST.exe interface, except this test does not require the student to log in and the browser can be minimized.
- Two practice tests are provided; a science practice test and a social studies practice test.
- The Fall 2013 MEAP Online MIST™ Practice Tests contains the same navigational instructions students will see in the live test along with several science or social studies related questions. The questions are not MEAP items and are included only to provide students with a realistic MIST™ practice test.
- A sample practice test administration script will be provided as a guide to use with test administrators and students.

Please note: schools choosing to use the MIST™ Test Administrator Practice Site for staff training will have access to the Student Practice Tests for MIST™ through simulated tester tickets and actual MIST™ tester station.

STUDENTS WITH ACCOMMODATIONS

While accommodated versions of the fall 2013 MEAP online tests are not provided for this assessment cycle, MIST™ is compatible with most special keyboards and touch screen monitors. If a student's IEP specifies either of these accommodations then they are allowable. Be sure the student has an opportunity to take the Student Practice Test for MIST™ using the special hardware. Refer to the *Fall 2013 MEAP Online MIST™ Technical Guide* for additional information on hardware.

The MIST™ interface provides magnifying tools (zoom in and zoom out) that are available for all students taking the online version of tests. Additional information can be found in the *Fall 2013 MEAP Online MIST™ Technical Guide*.

DURING ADMINISTRATION

TESTING ENVIRONMENT

The *Fall 2013 MEAP Online User Guide to MIST™* provides detailed information regarding the steps needed to prepare the testing room for students including how to set up tester stations and starting and ending the test session via the MIST™ Test Administrator Website.

Determine the seating arrangements of students in advance. Ensure students understand how to quickly and quietly locate their seats in an orderly manner. Provide instructions to ensure students do not access computers prior to the start of the test administration.

THE TESTING WINDOW

The testing window for the fall 2013 MEAP online tests starts on Wednesday, October 16, 2013 at 7:00a.m. and ends on Tuesday, November 5, 2013 at 5:00p.m. Test sessions may be scheduled throughout this window although students should be administered Part 1 of a test prior to Part 2 of the test. See the *Absent and Tardy Students* section below for additional information regarding Part 1 and Part 2 scheduling. See the *Scheduling Test Sessions* section earlier in this manual for additional scheduling considerations.

Note: the MEAP paper-and-pencil administration window, including standard and accommodated administrations, ends on Friday, October 25, 2013. MEAP paper-and-pencil tests administered after October 25 or not returned by paper-and-pencil shipping deadline will not be scored and the students will be considered not tested. See the grade-appropriate *Fall 2013 MEAP Test Administrator Manual* for details.

ABSENT AND TARDY STUDENTS

Students who are absent on a day of testing are still required to take the entire online MEAP assessment.
- Have a plan to identify absent students and build make-up sessions into the Testing Schedule.
- If a student is absent when Part 1 of the MEAP test is administered, the student may take Part 2 with classmates while completing Part 1 in a later make-up session.

Students who arrive late to school or to the testing room may not enter the testing room after the test administrator has begun to read the test directions.

STUDENTS WHO REQUIRE ADDITIONAL TIME

Because all MEAP assessments are untimed, it is likely there will be a few students who do not complete testing with the rest of the class.
- Arrangements **must** be made to allow additional time during the same continuous session for students who require more time. Breaks, other than restroom breaks, are **not** allowed unless specified in an IEP, 504 plan, or EL plan.
- Students who need to move from one testing location or computer to another must have their test paused by the test administrator and must be escorted by a staff member to the new location. They should have assistance in resuming their test session at the new location, and the remainder of the test session should be conducted in accordance with the same security procedures as before. Instructions for moving a student to a new computer can be found in the *Fall 2013 MEAP Online User Guide To MIST™*.

STUDENTS WHO LEAVE THE CLASSROOM/COMPUTER LAB AFTER A TEST SESSION HAS STARTED

Students are required to complete each part of the online MEAP test in one continuous session. There are several options for students who leave the classroom or computer lab after a test session has started.
- The test may be **paused** by the test administrator and **resumed** at a later date only under the following criteria:
  - This option is available **only** under the following circumstances:
    - The student becomes ill during a testing session.
    - The student's parent/guardian removes the student from school during the test session.
  - When the test is resumed, it must occur in a closely monitored one-on-one administration setting.
    - The student must resume testing at the item where the interruption occurred. MIST™ will automatically start at the correct item.
    - **The student may not return to previously completed or skipped items.**

- ▪ Test directions must be re-read to the student.
- The student may be administered an **emergency test**. The following information should be taken into consideration:
  - ○ The emergency test is available in paper-and-pencil format only.
  - ○ The **entire** MEAP emergency test must be administered. This means both Part 1 and Part 2 must be taken using the emergency form.
- The school may **submit** the portion of the test that has been completed. The school will get credit for participation and the student will earn a partial score based on what has been completed. Every effort should be made to complete both parts of the test.

Please see the *Students Who Leave the Classroom in the Middle of a Test Session* section in the grade-appropriate *MEAP Test Administrator Manual Fall 2013* for complete information on this topic.

EMERGENCY EVACUATION OF A SCHOOL BUILDING

Schools may be required to evacuate students or implement lock-down procedures during an assessment due to an emergency such as a fire alarm or bomb threat. In any situation in which the safety of students is threatened, school personnel have full authority to interrupt the test administration. In no way should test security supersede student and staff safety. In these circumstances:

- If there is time to do so safely, test administrators should pause the test for all students in the class. If this cannot be done in a manner that safeguards students and staff, call the MEAP Call Center at 1-877-560-8378, option 2 and request "remote proctoring" and ask that the tests be paused.
- If the evacuation is short and students are not provided a break or allowed to discuss the test, they may resume testing upon return to the testing room.
- If the evacuation is long or test security has not been maintained, contact the MEAP Call Center at 1-877-560-8378, option 2 for direction.
- In any event, please file an *Incident Report* to document how the evacuation was handled.

STUDENTS WHO MOVE INTO AND OUT OF THE SCHOOL

Be sure to plan for students who move into or out of the school during the testing window. For additional information see the *Students Who Move into a School* and the *Students Who Move Out of a School* sections in the grade-appropriate *MEAP Test Administrator Manual Fall 2013*.

STUDENTS MOVING INTO THE SCHOOL
Considerations for online testing for students that move into the school are:

- Contact the student's prior school to ensure online testing is appropriate for the student (i.e. no accommodations that require the paper-and-pencil version of the assessment).
- The new student must be pre-identified for MEAP online testing in the BAA Secure Site. Please see the *BAA Secure Site Procedure and User Manual* for details. Remember, a valid UIC is required.
- Students who are pre-identified to a school that is flagged as an online testing school will be automatically flagged as online testing students.
- The student's demographic information will transmitted to MIST™ after the close of business on the day the student is pre-identified in the BAA Secure Site.
- The student will be available on the MIST™ student roster for testing on the business day following pre-identification.
- Ensure MSDS enrollment dates and other relevant information are up to date.
- Schools are required to make every attempt to test all students during the testing window.

Students who have **started but not finished** a MEAP online test in their old school **must** be administered the complete, both Parts 1 and 2, emergency form of the test. See the "Emergency Tests" section in the *MEAP Test Administrator Manual Fall 2013* for details on ordering emergency tests.

STUDENTS MOVING OUT OF THE SCHOOL

Additional considerations for online students that are moving out of the school are:

- If s student has **started, but not completed** an online MEAP test, the student will take the emergency form of the test at the destination school. Therefore, the partial MIST™ test should be marked Non-Participant ("Do Not Score").
    - To flag an online test as "Do Not Score" in MIST™, the student is flagged as a non-participate.
    - See the "Mark a Test Do Not Score or Indicate that Paper-and-Pencil Was Administered" section of the *Fall 2013 MEAP Online Testing User Guide to MIST™* for specific directions on marking a student as a non-participant.
    - Select non-participation reason "Test started – student moved to another school".
- Ensure MSDS student exit dates and other relevant information are up to date.

TECHNICAL PROBLEMS DURING TESTING

Careful and thorough preparation and testing of your computer system using the information provided in the *MIST™ Technical Guide* and other available documentation will help you avoid most issues.

TROUBLESHOOTING/COMMON SITUATIONS YOU MAY ENCOUNTER

- Cannot log in (username/password)
    - Make sure there is not a blank space after the user name or password.
    - If this does not resolve your issue, call 1-877-560-8378, option 2 for assistance.
- Screen does not load ("Loading")
    - Make sure that there is sufficient bandwidth available for testing students. If there is not sufficient bandwidth, consider these options:
        - prioritize traffic for MIST.exe;
        - request that non-essential internet use be suspended during testing; or
        - stagger test-taking and test fewer students simultaneously.
    - If there is sufficient bandwidth, close MIST™ and start it again. If this does not resolve the issue, call 1-877-560-8378, option 2 for assistance.
    - Note: a very slight delay or hesitation can be expected when students navigate within the system as the new screen is loaded.
- "Error contacting the MIST server."
    - Most frequently seen with wireless networks or in the case of other network issues, this message indicates that you no longer have a connection to the MIST™ server. First, pause the test on the Test Administrator Website. Next, on the student workstation, click EXIT (lower left) on student screen, then restart MIST™ again and log the student in. Finally, resume the test on the Test Administrator Website.
    - If the issue does not resolve, call 1-877-560-8378, option 2 for assistance.

HOW/WHEN TO GET HELP

Never hesitate to call the MEAP Call Center for MIST™ technical support at 1-877-560-8378, option 2. We want your test administration to get back on track as quickly as possible.

TESTING IRREGULARITIES, INCIDENT REPORTS, AND EMERGENCY TESTS

As often happens in the paper-and-pencil test environment, even with the best of intentions, training, and planning, questions and irregularities may still occur. In addition to this manual, it is important that staff read

and understand the *Assessment Integrity Guide* and the grade-appropriate *MEAP Test Administrator Manual Fall 2013.*

TESTING IRREGULARITIES

For complete information on irregularities during testing refer to the "Irregularities Before, During, and After Testing" section of the *MEAP Test Administrator Manual Fall 2013*. As a reminder,

- It is important to promptly inform the District MEAP Coordinator of any potential irregularity.
- A prompt telephone call by the District MEAP Coordinator to the MEAP Call Center is critical to ensure a solution that will be equitable and valid. The Call Center will forward calls onto OSA staff when appropriate. Contact the MEAP Call Center at 1-877-560-8378, option 2.
- Emergency tests are an option for online testers when appropriate.

INCIDENT REPORTS

An incident report can be filed from the "Incident Reporting" tab on the BAA Secure Site. Please see the *BAA Secure Site Procedure and User Manual* for details.

EMERGENCY TESTS

Please refer to the "Emergency Tests (Form 99)" section in the grade-appropriate MEAP *Test Administration Manual Fall 2013* for an explanation of when emergency tests are appropriate and for ordering directions. Emergency tests are only available in the paper-and-pencil format.

OSA OBSERVERS

Each year the OSA sends observers to schools to determine:

- whether test directions are effective;
- how students respond to test questions;
- how long test parts take to administer; and
- other relevant factors.

As this is an online test, the OSA is especially interested in the "other relevant factors". Observers will be collecting information concerning how online administrations differ from paper-and-pencil administrations, whether security measures are more or less difficult to maintain, and how administration procedures should be modified for future online administrations. Refer to the "Observers from OSA" section in the *MEAP Test Administration Manual Fall 2013* for additional information regarding observers.

POST ADMINISTRATION

DESTROY STUDENT TEST TICKETS

If used, Student Test Tickets should be collected and destroyed in a secure manner at the end of each testing session. If a test has been paused and will be resumed in the future, for example, a student becomes ill during testing; the test ticket should be collected and returned to the student at the start of the resumed test session.

ASSIGN SCHOOL-USE ONLY DATA

There are a number of "School-Use Only" fields found on the answer document in the paper-and-pencil environment. The mechanism for entering this data for the fall 2013 MEAP online tests is the Student Demographics screen accessed from the MIST™ Test Administrator Website. Instructions for entering this information can be found in the *Fall 2013 MEAP Online User Guide To MIST™*. Some of this data can also be updated on the BAA Secure Site at www.michigan.gov/baa-secure.

The **School-Use Only** data that applies to fall 2013 MEAP online testing are:

Data	MIST TA Website	BAA Secure Site
Research Codes I and II	X	X

Accommodations
    Standard ELL Students
        Multiple–Day Testing
        Other
    Standard Students with Disabilities
        Multiple-Day Testing
        Other
    Nonstandard Accommodations
	X	

Report Codes
    Student Prohibited Behavior
    Spanish
    Arabic
    Chaldean
    Other Language
	X	

Class/Group Number (optional) Note: Students are prompted to enter the Class/Group Number while taking Part 1 of the online science and social studies tests. This field is not available for entry to test administrators.	X	X

DO NOT SCORE

In rare situations, a MEAP test must be returned and cannot be scored. In the paper-and-pencil environment this is accomplished by marking "Do Not Score" prominently across the front of the answer document and returning the answer document in the orange Special Handling Envelope. For the fall 2013 MEAP online testing, this function will be performed in the MIST™ Test Administrator Website using the "Advanced Tab" on the "Student Screen" and marking the student as a non-participant. Instructions for completing this task are found in the *Fall 2013 MEAP Online User Guide To MIST™*.

Students are defined as non-participants for the following reasons:
- **Test started – student moved to another school**
  The student started, but did not complete, a MEAP online test prior to moving to another school. Both parts of the online test must be completed to count as a completed test.
- **Test started – emergency test administered**
  The student started, but did not complete, a MEAP online test prior to the administration of an emergency test. Emergency tests may be given in the event of illness, student moving into a school, or a testing irregularity.
- **Student prohibited behavior**
  The student engaged in prohibited behavior. Please see the *MEAP Test Administrator Manual Fall 2013* and the *Assessment Integrity Guide* for information on student prohibited behavior.
- **Nonstandard accommodation provided**
  The student received a nonstandard accommodation or an accommodation that was not specified in his/her IEP, 504 Plan or EL Plan. Please see the *MEAP Test Administrator Manual Fall 2013* and the *Assessment Accommodation Summary Table* for additional information.
- **Test misadministration**
  A testing irregularity occurred and the district MEAP coordinator receives instructions from the Office of Standards and Assessment (OSA) to mark the test as a misadministration.

- **Student is not taking the MEAP at this school**
  A student is erroneously pre-identified for the MEAP assessment on the BAA Secure Site. This may occur when a special education student takes an alternate assessment according to his or her IEP or the student moves to a new school prior to the start of testing.
- **Paper-and-pencil test administered**
  The student required an accommodated version of the MEAP test (i.e. Braille, enlarged print, reader script, audio CD, or video DVD) which is only available in the paper-and-pencil mode.
- **Other**
  Select this reason only if none of the above apply.

RETURN OF MATERIALS (NONE)

Schools that completed the Agreement to Participate by July, 19, 2013 and test **all** MEAP eligible students online should have no science or social studies materials to return.

If the school does in fact receive science or social studies-related materials, they should be handled and returned as specified in the *MEAP Test Administrator Manual Fall 2013*. Situations where a school will have materials to return include:
- the Agreement to Participate was completed after the July 19, 2013 deadline;
- students were assessed with an accommodated version of the test as described by their IEP, 504 Plan, or EL plan;
- the IEP team determined the online assessment was not appropriate for a special education student; and/or
- emergency tests were administered.

Remember that all test booklets, accommodated materials, and completed answer documents are **secure materials** and must be handled according to the instructions found in the *MEAP Test Administrator Manual Fall 2013*.

SURVEY FEEDBACK

School and district staff and students will be asked to complete post-administration surveys to collect information and feedback on the online administration and to solicit ideas of ways in which future online administrations can be improved. Please encourage participation in these surveys.

TESTED ROSTER AND BEYOND

Once all the tests, both online and paper-and-pencil) have been submitted, the remaining processes related to the fall 2013 MEAP administration will proceed as normal. The fact that tests were administered online will be transparent to schools and districts. Remember, from an accountability point of view, the following processes are critical to the success of the fall testing:
- Tested Roster
- Students Expected to Test
- Students Not Tested

Note: the BAA Secure Site is currently under development and the above processes and tasks will change in the new Secure Site.

DIRECTIONS FOR ADMINISTRATION

MEAP ONLINE SOCIAL STUDIES TEST - 6TH AND 9TH GRADES

This Fall 2013 MEAP Online Test Administration Manual contains detailed instructions specific to the administration of the online MEAP tests for schools participating in fall 2013 online testing. Additional information that applies to both the online and paper-and-pencil test modes can be found in the grade appropriate MEAP Test Administration Manual Fall 2013 as well as the Assessment Integrity Guide. All three documents should be reviewed prior to the test administration by test administrators and proctors and may be downloaded from the MEAP website at www.michigan.gov/meap.

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of helping students log into MIST™ and the online Social Studies test, assisting with technical difficulties, making sure students understand directions, and implementing any approved accommodations, test administrators and proctors may not give help of any kind to students during this test. This includes defining or pronouncing words and reading aloud any part of the test not specifically allowed in these directions. These activities are not appropriate and will result in test scores being invalidated.

MEAP ONLINE SOCIAL STUDIES TEST

Materials Needed by Test Administrator:

- *Fall 2013 MEAP Online Test Administration Manual*
- Access to the MIST Test Administrator web

Materials Needed by Students:

- Student Test Tickets (if students are logging into the workstations themselves)
- Non-Social Studies related personal reading material (optional - eBooks are not allowed)

All MEAP tests, including the online versions, are secure material and must be treated as such. Only testing students may have access to the test items and their responses. Test sessions **must** be paused or submitted prior to a student leaving his or her workstation.

Additional cautions regarding what is and is not permissible in the testing room include:
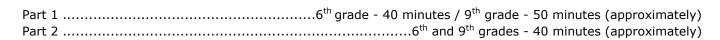- During the test administration, students may not access or use the computer for any purpose other than taking the Fall 2013 MEAP Online Social Studies Test. Using the computer or accessing any application except the MIST™ application, the test delivery system, before starting the test or after submitting the test is prohibited behavior.
- The use of scratch paper, writing utensils, or other resources not listed above is not allowed unless specified as an assessment accommodation.
- Students are **not** allowed to use dictionaries, calculators, or other reference materials during any part of this test.
- All electronic devices, including cell phones, eBooks, and media players like iPods®, must be turned off and put away for the duration of the testing session.
- Students are **not allowed** to have food, drinks, or snacks at their workstations during the test.
  - If a student must have any of these items due to medical reasons during the test, the items must be stored away from the test surface (under seats, on the floor, etc.).
- Students may bring **non-social studies related** reading material into the testing room for use after completing the test.
  - The reading material must be safely stored on the floor while taking the test.
  - The assessment must be successfully submitted and the submission verified by the test administrator before the student may access the personal reading material.
  - eBooks are not allowed.

Note: The BAA recommends all students be provided the opportunity to take the appropriate Student Practice Test for MIST™ prior to being administered the live Fall 2013 MEAP Online Social Studies Assessment.

TEST LENGTH

This test should be administered in the order listed below. The test is **untimed** and student-paced. Students **must** be given as much time as needed during the same continuous session to complete each section of this test. Arrangements should be made **before testing begins** for any student who may need additional time to complete a part of the test. For the online test, each part is defined as a separate test requiring students to log into each test with a test- or part-specific password.

For planning purposes, the following times are recommended for each test session:

Part 1 ....6th grade - 40 minutes / 9th grade - 50 minutes (approximately)
Part 2 ....6th and 9th grades - 40 minutes (approximately)

Additional time is necessary to log students onto MIST™, complete class/roster code information (if used), read test directions to students, and answer questions. Please note, these time estimates are based on the paper-and-pencil version of the social studies assessments.

DIRECTIONS

Text printed in the shaded boxes and preceded by the word **SAY** are instructions to students and are to be read aloud exactly as they are written. Pause periodically to make sure students understand these directions and answer questions about test directions as necessary. When referring to a particular screen in MIST™, circulate throughout the testing room and ensure students are on the correct screen.

The directions for the 6th and 9th grade online Social Studies tests are the same. There are places below where test administrators will need to insert grade 6 or 9 where appropriate. In addition, the directions for Parts 1 and 2 are the same. Test administrators will need to insert the correct part number when delivering directions. Please remember Part 1 must be administered prior to Part 2 (you may refer to the *Fall 2013 MEAP Test Administrator Manual* for exceptions due to absence or tardiness).

BEGINNING THE MEAP ONLINE SOCIAL STUDIES TEST

Schools have two basic options for assigning students to workstations and logging them onto MIST™.
- Test administrators can pre-assign students to workstations and log each student onto MIST™ prior to the students entering the testing room.
- Test administrators can print off and distribute Student Test Tickets and walk students through the login process.

The district and school MEAP coordinators will provide specific directions for the option chosen for your students.

Assist students in finding seats and logging onto MIST™.
- Remind students they are not to access or use the computer at any time while in the testing room for any purpose other than taking the online social studies test.
- Direct students to stop and wait for further directions once they reach the **Confirm** screen.
- Remind students to put away all other materials, including scrap paper, writing utensils, dictionaries, calculators, and other reference materials that may not be used during this test.
- No additional materials, including paper, may be used unless specified as an assessment accommodation.
- Students are not allowed to have food, drinks, or snacks on their workstations during the test. If a student must have any of these items due to medical reasons during the test, the items must be stored away from the test

surface (under seats, on the floor, etc.).
- Ensure all electronic devices are turned off and put away.
- Let students know they must keep the optional non-social studies related reading material on the floor until their tests have been successfully submitted.

Note: If being used, the Student Test Tickets must be collected after students have successfully logged in.

SAY: We are about to begin Part ____ of the Grade ____ MEAP Online Social Studies test. Do not click the Confirm button until told to do so.

During this test, you must turn off and put away all electronic devices, including cell phones and media players like iPods®. You may not use a calculator, dictionary, or other reference material on this test. You do not need any special materials for this test so any items you brought into this room should be stored safely on the floor. You may not use your computer for any reason other than for taking this test.

Look at your computer screen and make sure your name is next to the word Student. Also verify you are logged into the Fall 2013 MEAP Grade ____ Social Studies Online Test Part ____ using the Online form.

If any of this information is incorrect, please raise your hand for assistance.

Make sure each student is properly logged into MIST™ as themself and for the correct grade and part of the online Social Studies test. Once this verification is complete, test administration may proceed.

SAY: Please click the **CONFIRM** button.

You should now see a full sized screen with Fall 2013 MEAP Grade ____ Social Studies - Online Part ____. If you do not see this, please raise your hand.

Help any students who require assistance.

SAY: Please click the **START TEST** button.

For Part 1 only – Class/Group Code Screen:

The Class/Group Code is an optional field.
- If your school or district has made the decision to use the Class/Group Code, post the number so that all students can see it (e.g., on a whiteboard, smart board, etc.) and read the **Say 1** directions for the Class/Group Code Screen.
- If the assigned Class/Group Code is fewer than 4 digits, fill in with leading zeros.
- If your school or district is not using the Class/Group Code, please skip to the **Say 2** directions for the Class/Group Code Screen.

If your school or district **is using** the Class/Group Code, read the following directions:

SAY: You should now be on the **Class/Group Code** screen. I have written the number for you to use to complete
1   this screen. Please type the number in the Answer Box exactly as written and click **NEXT**.

Or, if your school or district **is not using** the Class/Group Code, read the following directions.

SAY: You should now be on the **Class/Group Code** screen. We will not be entering this information. Please click
2   **NEXT**.

Resume directions for all parts of the test.

SAY: You should now be at the **Directions for Using MIST** screen. Please raise your hand if you do not see this
screen.

Assist students in getting to the **Directions for Using MIST** screen.

SAY: Please read this screen silently to yourself, while I read it aloud.

You will be presented with a number of multiple-choice questions. Read each question and choose the best
answer. If you cannot see the entire question and all four answer choices on your computer screen, then use
the **scroll bar** to move up and down. The scroll bar is located on the right side of your screen.

Click the **zoom** buttons in the upper right corner of your screen to zoom in or out. The magnifying glass with
the plus sign zooms in (makes the text bigger). The magnifying glass with the minus sign zooms out (makes
the text smaller).

Clicking the **zoom in** button makes a **scroll bar** appear at the bottom of your screen. You may use this scroll
bar to move right and left.

Click the **flag** button if you would like to mark a question to return to later.

Click the **REVIEW** button in the lower left corner of your computer screen if you would like to review your test.
The **REVIEW** button will allow you to see lists of all questions, any unanswered questions, and questions that
have been flagged or marked for review. To review a question, select it and click on the **GO TO ITEM** button in
the lower left corner of the screen.

Allow students to practice with the tools and answer any questions about the tools or how to use MIST™.

SAY: Please click **NEXT.** You should now be on the **PART ___ DIRECTIONS** screen.

Make sure students are on the correct screen. Assist as needed.

SAY: During this test, I can help you understand the directions, but I cannot give you any help on the test items or questions. Except for the directions, I cannot define or pronounce words or read any part of the test to you.

Read these directions silently while I read them aloud.

DIRECTIONS:

In this part, you will answer multiple-choice social studies questions. Some questions will ask you to read a passage, map, or other social studies-related information. Use that information with what you know to answer the question.

If you are not sure of an answer, select your **best** choice.

A sample question is provided for you below.

Sample Multiple-Choice Question:

Which economic activity is **most** important in Florida today?

A logging
B trapping
C growing potatoes and apples
D growing grapefruits and oranges

For this sample question, the correct answer is **D**.

Once you have reached the **FINISH** button, you have come to the end of the test. If you finish early, you may go back and check your work. Check to make sure that you have answered every question.

This is the end of the directions displayed to students. Continue with,

SAY: If you do not understand any of these directions, please raise your hand.

Answer any questions students have regarding directions.

SAY: You may click **NEXT** and begin.

When all or most of the students have completed this part of the test,

SAY: We are going to stop now. If you have not completed this part of the test, arrangements will be made for you to continue working until you are finished. Please raise your hand if you are not done with your test.

Pause the tests of any students who have not completed testing and follow your school's directions to ensure they **immediately** finish the test.

If used, ensure **all** Student Test Tickets have been collected. These should be treated as secure testing material and kept in locked storage until they are securely destroyed.

Students may not be dismissed until it is verified that all tests have been paused or submitted and all Student Test Tickets, if used, have been collected.

Remember, the MEAP Social Studies assessment is a two part test administered as two separate tests in MIST™. Both parts of the test must be administered for a complete score. Follow the testing schedule provided by your school. The test directions provided above are to be used for both parts of the test.

MEAP ONLINE SCIENCE TEST - 5TH AND 8TH GRADES

This Fall 2013 MEAP Online Test Administration Manual contains detailed instructions specific to the administration of the online MEAP tests for schools participating in fall 2013 online testing. Additional information that applies to both the online and paper-and-pencil test modes can be found in the grade appropriate MEAP Test Administration Manual Fall 2013 as well as the Assessment Integrity Guide. All three documents should be reviewed prior to the test administration by test administrators and proctors and may be downloaded from the MEAP website at www.michigan.gov/meap.

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of helping students log into MIST™ and the online Science test, assisting with technical difficulties, making sure students understand directions, and implementing any approved accommodations, test administrators and proctors may not give help of any kind to students during this test. This includes defining or pronouncing words and reading aloud any part of the test not specifically allowed in these directions. These activities are not appropriate and will result in test scores being invalidated.

MEAP ONLINE SCIENCE TEST

Materials Needed by Test Administrator:

- *Fall 2013 MEAP Online Test Administration Manual*
- Access to the MIST Test Administrator web

Materials Needed by Students:

- Student Test Tickets (if students are logging into the workstations themselves)
- Non-Science related personal reading material (optional - eBooks are not allowed)

All MEAP tests, including the online versions, are secure material and must be treated as such. Only testing students may have access to the test items and their responses. Test sessions **must** be paused or submitted prior to a student leaving his or her workstation.

Additional cautions regarding what is and is not permissible in the testing room include:
- During the test administration, students may not access or use the computer for any purpose other than taking the Fall 2013 MEAP Online Science Test. Using the computer or accessing any application except the MIST™ application, the test delivery system, before starting the test or after submitting the test is prohibited behavior.
- The use of scratch paper, writing utensils, or other resources not listed above is not allowed unless specified as an assessment accommodation.
- Students are **not** allowed to use dictionaries, calculators, or other reference materials during any part of this test.
- All electronic devices, including cell phones, eBooks, and media players like iPods®, must be turned off and put away for the duration of the testing session.
- Students are **not allowed** to have food, drinks, or snacks at their workstations during the test.
    o If a student must have any of these items due to medical reasons during the test, the items must be stored away from the test surface (under seats, on the floor, etc.).
- Students may bring **non-science related** reading material into the testing room for use after completing the test.
    o The reading material must be safely stored on the floor while taking the test.
    o The assessment must be successfully submitted and the submission verified by the test administrator before the student may access the personal reading material.
    o eBooks are not allowed.
Note: The BAA recommends all students be provided the opportunity to take the appropriate Student Practice Test for MIST™ prior to being administered the live Fall 2013 MEAP Online Science Assessment.

TEST LENGTH

This test should be administered in the order listed below. The test is **untimed** and student-paced. Students **must** be given as much time as needed during the same continuous session to complete each section of this test. Arrangements should be made **before testing begins** for any student who may need additional time to complete a part of the test. For the online test, each part is defined as a separate test requiring students to log into each test with a test- or part-specific password.

For planning purposes, the following times are recommended for each test session:

Part 1 ....5th and 8th grades - 50 minutes (approximately)
Part 2 ....5th and 8th grades - 50 minutes (approximately)

Additional time is necessary to log students onto MIST™, complete class/roster code information (if used), read test directions to students, and answer questions. Please note, these time estimates are based on the paper-and-pencil version of the science assessments.

DIRECTIONS

Text printed in the shaded boxes and preceded by the word **SAY** are instructions to students and are to be read aloud exactly as they are written. Pause periodically to make sure students understand these directions and answer questions about test directions as necessary. When referring to a particular screen in MIST™, circulate throughout the testing room and ensure students are on the correct screen.

The directions for the 5th and 8th grade online Science tests are the same. There are places below where test administrators will need to insert grade 6 or 9 where appropriate. In addition, the directions for Parts 1 and 2 are the same. Test administrators will need to insert the correct part number when delivering directions. Please remember Part 1 must be administered prior to Part 2 (you may refer to the *Fall 2013 MEAP Test Administrator Manual* for exceptions due to absence or tardiness).

BEGINNING THE MEAP ONLINE SCIENCE TEST

Schools have two basic options for assigning students to workstations and logging them onto MIST™.
- Test administrators can pre-assign students to workstations and log each student onto MIST™ prior to the students entering the testing room.
- Test administrators can print off and distribute Student Test Tickets and walk students through the login process.

The district and school MEAP coordinators will provide specific directions for the option chosen for your students.

Assist students in finding seats and logging onto MIST™.
- Remind students they are not to access or use the computer at any time while in the testing room for any purpose other than taking the online science test.
- Direct students to stop and wait for further directions once they reach the **Confirm** screen.
- Remind students to put away all other materials, including scrap paper, writing utensils, dictionaries, calculators, and other reference materials that may not be used during this test.
- No additional materials, including paper, may be used unless specified as an assessment accommodation.
- Students are not allowed to have food, drinks, or snacks on their workstations during the test. If a student must have any of these items due to medical reasons during the test, the items must be stored away from the test surface (under seats, on the floor, etc.).
- Ensure all electronic devices are turned off and put away.
- Let students know they must keep the optional non-science related reading material on the floor until their tests

have been successfully submitted.

Note: If being used, the Student Test Tickets must be collected after students have successfully logged in.

SAY: We are about to begin Part ____ of the Grade ____ MEAP Online Science test. Do not click the Confirm button until told to do so.

During this test, you must turn off and put away all electronic devices, including cell phones and media players like iPods®. You may not use a calculator, dictionary, or other reference material on this test. You do not need any special materials for this test so any items you brought into this room should be stored safely on the floor. You may not use your computer for any reason other than for taking this test.

Look at your computer screen and make sure your name is next to the word Student. Also verify you are logged into the Fall 2013 MEAP Grade ____ Science Online Test Part ____ using the Online form.

If any of this information is incorrect, please raise your hand for assistance.

Make sure each student is properly logged into MIST™ as themselves and for the correct grade and part of the online Science test. Once this verification is complete, test administration may proceed.

SAY: Please click the **CONFIRM** button.

You should now see a full sized screen with Fall 2013 Grade ____ Science - Online Part ____. If you do not see this, please raise your hand.

Help any students who require assistance.

SAY: Please click the **START Test** button.

For Part 1 only – Class/Group Code Screen:

The Class/Group Code is an optional field.
- If your school or district has made the decision to use the Class/Group Code, post the number so that all students can see it (e.g., on a whiteboard, smartboard, etc.) and read the **Say 1** directions for the Class/Group Code Screen.
- If the assigned Class/Group Code is fewer than 4 digits, fill in with leading zeros.
- If your school or district is not using the Class/Group Code, please skip to the **Say 2** directions for the Class/Group Code Screen.

If your school or district is using the Class/Group Code, read the following directions:

SAY: 1 You should now be on the Class/Group Code screen. I have written the number for you to use to complete this screen. Please type the number in the Answer Box exactly as written and click NEXT.

Or, if your school or district **is not using** the Class/Group Code, read the following directions.

SAY: 2	You should now be on the **Class/Group Code** screen. We will not be entering this information. Please click **NEXT**.

Resume directions for all parts of the test.

SAY:	You should now be at the **Directions for Using MIST** screen. Please raise your hand if you do not see this screen.

Assist students in getting to the **Directions for Using MIST** screen.

SAY:	Please read this screen silently to yourself, while I read it aloud.
	You will be presented with a number of multiple-choice questions. Read each question and choose the best answer. If you cannot see the entire question and all four answer choices on your computer screen, then use the **scroll bar** to move up and down. The scroll bar is located on the right side of your screen.
	Click the **zoom** buttons in the upper right corner of your screen to zoom in or out. The magnifying glass with the plus sign zooms in (makes the text bigger). The magnifying glass with the minus sign zooms out (makes the text smaller).
	Clicking the **zoom in** button makes a **scroll bar** appear at the bottom of your screen. You may use this scroll bar to move right and left.
	Click the **flag** button if you would like to mark a question to return to later.
	Click the **REVIEW** button in the lower left corner of your computer screen if you would like to review your test. The **REVIEW** button will allow you to see lists of all questions, any unanswered questions, and questions that have been flagged or marked for review. To review a question, select it and click on the **GO TO ITEM** button in the lower left corner of the screen.

Allow students to practice with the tools and answer any questions about the tools or how to use MIST™.

SAY:	Please click **NEXT.** You should now be on the **PART ___ DIRECTIONS** screen.

Make sure students are on the correct screen. Assist as needed.

The test directions are different for grade 5 and grade 8. If you are administering the grade 5 test, read the **SAY 5** directions. If you are administering the grade 8 test, read the **SAY 8** directions.

If you are administering the **grade 5** test, read the following directions:

SAY:
5

During this test, I can help you understand the directions, but I cannot give you any help on the test items or questions. Except for the directions, I cannot define or pronounce words or read any part of the test to you.

Read these directions silently while I read them aloud.

DIRECTIONS:

In this part, you will answer multiple-choice science questions. Some questions will ask you to read a passage, table, or other science-related information. Use that information with what you know to answer the question.

If you are not sure of an answer, select your **best** choice.

A sample question is provided for you below.

Sample Multiple-Choice Question:

Pill bugs can often be found underneath rocks and rotting logs. When exposed to light, they immediately try to find a dark place to hide. This reaction by the pill bugs is a result of

A migration.
B feeding behavior.
C energy requirements.
D changing environmental conditions.

For this sample question, the correct answer is **D**.

Once you have reached the **FINISH** button, you have come to the end of the test. If you finish early, you may go back and check your work. Check to make sure that you have answered every question.

If you are administering the **grade 8** test, read the following directions:

SAY:
8

During this test, I can help you understand the directions, but I cannot give you any help on the test items or questions. Except for the directions, I cannot define or pronounce words or read any part of the test to you.

Read these directions silently while I read them aloud.

DIRECTIONS:

In this part, you will answer multiple-choice science questions. Some questions will ask you to read a passage, table, or other science-related information. Use that information with what you know to answer the question.

If you are not sure of an answer, select your **best** choice.

A Periodic Table of the Elements has been provided for your reference on the next screen.

A sample question is provided for you below.

Sample Multiple-Choice Question:

Pill bugs can often be found underneath rocks and rotting logs. When exposed to light, they immediately try to find a dark place to hide. This reaction by the pill bugs is a result of

A migration.
B feeding behavior.
C energy requirements.
D changing environmental conditions.

For this sample question, the correct answer is **D**.

Once you have reached the **FINISH** button, you have come to the end of the test. If you finish early, you may go back and check your work. Check to make sure that you have answered every question.

This is the end of the directions displayed to students. Resume directions for all students and continue with,

SAY: If you do not understand any of these directions, please raise your hand.

Answer any questions students have regarding directions.

SAY: You may click **NEXT** and begin.

When all or most of the students have completed this part of the test,

SAY: We are going to stop now. If you have not completed this part of the test, arrangements will be made for you to continue working until you are finished. Please raise your hand if you are not done with your test.

Pause the tests of any students who have not completed testing and follow your school's directions to ensure they **immediately** finish the test.

If used, ensure **all** Student Test Tickets have been collected. These should be treated as secure testing material and kept in locked storage until they are securely destroyed.

Students may not be dismissed until it is verified that all tests have been paused or submitted and all Student Test Tickets, if used, have been collected.

Remember, the MEAP Science assessment is a two part test administered as two separate tests in MIST™. Both parts of the test must be administered for a complete score. Follow the testing schedule provided by your school. The test directions provided above are to be used for both parts of the test.

APPENDIX

FALL 2013 MEAP ONLINE TESTING CALENDAR OF EVENTS

Fall 2013 MEAP Online Testing Calendar of Events	
Date/Time	Event
05/13 – 07/25	Initial Material Order Window (accommodated materials)
05/13 – 11/04	Pre-ID for online testing
05/28 – 06/17	Interest Survey
05/28 – 07/08	Technical readiness evaluation
07/09 – 07/19	Agreement to Participate Survey
08/15	MIST™ executable and system check available
08/21	MIST™ Test Administrator Practice Site available
09/03	Student Practice Site for MIST™ available
09/12 9:00a.m. – 10:00a.m.	MIST™ for Technical Directors webinar
09/17	Test Administrator credentials mailed
09/19 9:00a.m. – 10:30a.m. **3:00p.m. – 4:30p.m.**	MIST™ for MEAP Coordinators and Test Administrators webinar (morning session with repeat session in afternoon)
09/23	Online Student Roster available in MIST™
09/24 – 10/22	Additional Order Window
10/16 – 10/25	Paper-and-pencil test window for Science and Social Studies
10/16 7:00a.m. to **11/05 5:00p.m.**	Online test window for Science and Social Studies
10/30	Last day to return paper-and-pencil test materials without penalty
11/05 5:00p.m. to **11/07 5:00p.m.**	Online housekeeping period (update student information on the MIST™ Student Demographic page)
mid-November (tentative)	Tested Roster
late December (tentative)	Student Data File available
mid-January (tentative)	PDF reports of student test results available

RESOURCE LIST

Resource	MEAP Website www.michigan.gov/meap	MIST Website https://mi.misttest.com	Date Available
Assessment Accommodation Summary Table	X		Available
Assessment Integrity Guide	X		Available
Fall 2013 MEAP Online Test Administration Manual	X		Available
Fall 2013 MEAP Online Test Schedule Template	X		Early September
Fall 2013 MEAP Online Testing Calendar of Events	X		Available
MEAP Online User Guide to MIST™	X	X	Available
MEAP Test Administration Manual Fall 2013	X		Available
MIST™ Frequent Asked Questions (FAQ)	X	X	Available
MIST™ Instructional Videos		X	Available
MIST™ Technical Guide	X	X	Available
MIST™ Technical Specifications	X		Available
Online Pre-ID and Ordering Instructions for the Fall 2013 MEAP	X		Early September
OSA Security Compliance Form	x		Available
Student Practice Site for MIST™		url will be provided	9/3/2013
Student Practice Site for MIST Practice Scripts	X		Early September
Test Administrator Practice Site		x	8/21/2013
Other documentation as needed			TBD

USE OF SCRAP PAPER

For the fall 2013 online administration of the MEAP science and social studies tests, scrap paper is allowed under the following conditions:

- Scrap paper, if provided, must be considered secure test material.
- The school supplies one 8.5x11 sheet of blank paper. The paper may be lined or unlined.
- The scrap paper is distributed to students after the students are seated in the testing room and just prior to the start of test administration.
- The scrap paper is collected prior to dismissing students from the testing room.
- The scrap paper is destroyed in a secure manner following testing.